PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research & Development Personnel **Date**: October 14, 1997

From: Charity M. Harris

Subject: Records Disposal Suspension Notices – October 10, 1997

Attached are copies of two memoranda from William Lynch in the Philip Morris New York Legal Department advising additional suspension of document disposal. **Please read them carefully for descriptions of the records involved in the disposal suspension notices.**

Retain these notices by filing them in your Philip Morris USA Records Management manual behind Appendix A. If you have any questions about these notices or other records issues, please contact Charity Harris (x2411), Marian DeBardeleben (x2876), or Carla Gregory (x2879).

Attachments

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